



Sole Source Procurement Documentation Worksheet

Agency Name: _____

Description of the Technology Product or Service Sought

NIGP Commodity Code: _____

Total Cost of the Procurement (Including all phases) \$ _____

Vendor/Supplier Name: _____

Justification

1. Explain why this is the only product of service that can meet the needs of the agency.
2. Explain why this vendor/supplier is the only practicably available source from which this product or service can be obtained.
3. What efforts have been made to verify that the quoted price is reasonable.
4. What efforts have been made to negotiate better pricing or terms?

Certification

To the best of my knowledge, information and belief, the technology product or service sought by the agency meets all of the criteria for sole source procurements established in § 2.2-4304 of Title 2.2 of the Code of Virginia.

Signed: _____
 SLD for In-Scope Items
 Agency Head or AITR [Out of Scope]

Approval

Signed: _____
 CIO for Procurement [over \$100,000]
 Associate Director/Director SCM [< \$100,000 for
 VITA and agencies transitioned to VITA]

Instructions [Attach additional pages if necessary]:

[All] If the amount listed above is over \$100,000, submit an APR to VITA with this completed form attached.

[In-Scope] For purchases over \$5,000 attach your completed form to your eVA requisition (or order) and file.

[Others] For Purchases over your Delegated Authority, attach to eVA Requisition and route to VITA SCM